

**INDIAN RIVER COUNTY, FLORIDA**

**MEMORANDUM**

**TO:** Jason E. Brown; County Administrator

**THROUGH:** Stan Boling, AICP; Community Development Director  
Phillip J. Matson, AICP; MPO Staff Director

**FROM:** Brian Freeman, AICP; Senior Transportation Planner

**DATE:** April 6, 2017

**SUBJECT:** Contract with the Center for Urban Transportation Research (CUTR) at the University of South Florida for Public Transportation Assistance

It is requested that the information herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of April 18, 2017.

**DESCRIPTION AND CONDITIONS**

The Senior Resource Association (SRA) is Indian River County's Community Transportation Coordinator (CTC) and public transportation operator. In this capacity, SRA operates the GoLine fixed-route system and the Community Coach paratransit system. Indian River County is the designated recipient for federal and state grant funding for public transportation within the county.

Both the State Commission for the Transportation Disadvantaged (CTD) and the Federal Transit Administration (FTA) require competitive procurement of third party contracts for operating and maintaining public transportation.

For the role of Community Transportation Coordinator (CTC), which manages services for the Transportation Disadvantaged (TD) within the county, the State Commission for the Transportation Disadvantaged (CTD) requires a competitive selection process every five years. The CTC is responsible for providing paratransit (door-to-door) transit trips, mostly for medical clientele, through Community Coach. The deadline for the next CTC selection is June 30, 2018.

Every three years, the Federal Transit Administration conducts a thorough review of the County's public transportation system. This is known as a triennial review. During the most recent triennial review, which occurred during 2016, FTA determined that the County needed to engage in a more detailed competitive procurement for the operation of its public transportation system (both GoLine and Community Coach). Other than this finding, the review commended the County's operation of the public transportation system. County staff has proposed, and FTA has concurred, that this

competitive procurement be conducted as a separate but concurrent process with the upcoming CTC selection.

In preparing for the upcoming CTC and Public Transportation Provider procurements, County staff reviewed detailed bid and contract processes of other, similar transit communities. Those processes include provisions for penalties for performance, use of facilities, determination of responsibilities for the routing and scheduling process, and similar items. Staff has also examined examples of RFPs from comparably sized transit systems and has found the process to be complex. Because of the complexity of the procurement and the fact that this is the first time the County has conducted a detailed procurement for operation of the public transportation system, staff is interested in engaging the services of the Center for Urban Transportation Research (CUTR) at the University of South Florida for assistance in this procurement.

### **ANALYSIS**

The purpose of this scope of work is to address the federal requirements for a properly conducted procurement solicitation and to provide technical assistance to the County in developing and implementing the procurement process to solicit both a Community Transportation Coordinator (CTC), who manages paratransit services for the Transportation Disadvantaged (TD), and a Public Transportation Provider, who will operate the GoLine and Community Coach systems. CUTR will assist in developing both RFPs, identifying a selection committee, advertising the process, and ensuring that the process complies with all federal and state regulations.

### **FUNDING**

The proposed contract will be paid for with federal Section 5307 (transit) grant funds.

### **RECOMMENDATION**

Staff recommends that the Board of County Commissioners review the attached proposal for assistance with the Procurement of Public Transportation Services prepared by the Center for Urban Transportation Research (CUTR) and authorize staff to issue a Purchase Order in the amount of \$32,824 for Consultant Services.

### **ATTACHMENTS**

1. Scope of Services for Indian River County Public Transportation Services Procurement